

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SENIOR ACCOUNTANT/AUDITOR

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Senior Accountant/Auditor is the second level in a two level Accounting series. Incumbents are responsible for supervising staff and for accounting/auditing activities and operations, interpreting and applying G.A.S.B. and G.A.A.P. and cost accounting rules and regulations, preparing projections and forecasts in support of budget development and/or departmental audits, and evaluating the flow of transactions between governmental accounting systems in order to extract and manipulate data for required reports. Some incumbents may oversee payroll processing, accounts receivable systems, invoicing processes, or general ledger accounting, work with external auditors, or manage service contracts.

The Senior Accountant/Auditor is distinguished from the Accountant/Auditor by its first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|--|----------------|
| 1. | Supervises Accountant/Auditor staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
15% |
| 2. | Supervises, coordinates, and participates in a variety of accounting/auditing functions which, depending on assignment, may include: reviewing and processing receivables and payables; administering debt service and master lease program components; auditing businesses for compliance with applicable tax code; preparing billing statements and posting loan payments; reconciling accounts; coding and entering information into a database; tracking and monitoring fixed assets; setting up vendors; serving as a liaison with outside agencies; and, performing other related tasks. | Daily
20% |
| 3. | Performs the most complex accounting and/or auditing activities, including the maintenance of general and subsidiary ledgers and performing periodic reconciliations of a variety of system reports. | Monthly
10% |
| 4. | Supervises and participates in the preparation and maintenance of a variety of financial records, reports, and related items. | Daily
5-10% |
| 5. | Supervises, coordinates, and participates in the implementation and on-going maintenance of automated financial systems; provides assistance to assigned internal departments on the use of automated financial systems. | Daily
5% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
6.	Participates in a variety of meetings in order to present, receive and/or convey information.	Weekly 5%
7.	Reviews changes in legal procedures and requirements for fiscal operations impacting financial and accounting processes and procedures.	Weekly 10%
8.	Supervises and participates in general ledger activities, which includes: analyzing, preparing, and entering journal entries for various adjustments and corrections; analyzing and resolving accounting issues; preparing, reviewing, and distributing financial reports for internal departments; auditing and balancing ledgers; coordinating year-end closings; and, performing other related tasks.	Monthly 10%
9.	Supervises, coordinates, and participates in the preparation, submittal, and review of a variety of reports, audits, reconciliations, and statements to and from internal departments, financial institutions, and federal agencies; ensures compliance with established timelines and procedures; makes recommendations for improvements and/or modifications based on findings.	Monthly 10%
10.	Supervises and participates in budget preparation activities in assigned area of responsibility, which includes: balancing revenue and expenditures; supporting other departments in the budgeting process; providing financial data upon request; and, performing other related activities.	Annually 10%
11.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in related field and five years of directly related experience, including two years of lead experience, is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License;
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desirable.

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices
- Generally accepted accounting and auditing principles, methods, and their application to governmental and commercial accounting systems
- General principles of public finance
- General principles of governmental budgeting and reporting
- General principles of cost accounting
- Budgeting processes and practices
- Advanced principles and practices in assigned area of responsibility
- Financial control practices and procedures
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Applicable computer software packages
- Customer service policies, principles and practices

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work
- Training employees in proper work methods
- Using computers and applicable software applications
- Interpreting and analyzing a variety of governmental codes and ordinances
- Using computers and applicable software applications
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Providing customer service
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Preparing and performing mathematical calculations
- Recording, analyzing, verifying, reconciling, and reporting accounting transactions
- Preparing accounting statements and reports
- Preparing and maintaining records
- Solving problems
- Researching discrepancies
- Managing multiple priorities simultaneously
- Applying financial procedures and principles
- Analyzing financial information and drawing valid conclusions
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

Physical Requirements:

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)

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